



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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PEARL HARBOR HI 96860-5102

JBP HHINST 8023.12

JB00

18 Nov 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 8023.12

From: Commander, Joint Base Pearl Harbor-Hickam (JBPHH)

Subj: STANDARD OPERATING PROCEDURE NUMBER 2 (AMMUNITION
BUNKER S145)

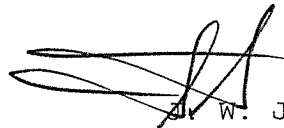
Ref: (a) OPNAVINST 8020.14
(b) NAVSEA OP 5 VOL 1 Seventh Revision
(c) NAVSEA SW020-AC-SAF-010
(d) NOSSAINST 8023.11B
(e) OPNAVINST 3500.39C
(f) OPNAVINST 5530.13C
(g) NAVSUP P-805

Encl: (1) JBPHH SOP NO. 2 Ammunition Bunker (S145)

1. Purpose. Per references (a) through (g), this instruction establishes a comprehensive set of standard operating procedures for the operation of the JBPHH Ammunition Bunker (S145). This SOP provides specific policy, guidance, and direction to process expendable (non-nuclear) ordnance for the JBPHH Weapons Division.

2. Background. References (a) through (g) require that all Navy activities have written procedures prior to starting any operations involving Ammunition and Explosives (AE) and Material Potentially Presenting an Explosive Hazard (MPPEH). No operation involving these items will take place without approved and documented procedures. Within JBPHH, the Regional Armory meets the AE and MPPEH criteria.

3. Action. Personnel needing to engage in AE and MPPEH operations are required to be familiar with the provisions outlined in this instruction prior to conducting AE and MPPEH operations in the JBPHH area of responsibility.



J. W. JAMES

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Element 1

Ammunition Bunker S145

Joint Base Pearl Harbor-Hickam

Standard Operating Procedures

SOP No. 2

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Element 2

References

Number	Title
OPNAVINST 8020.14	US Navy Explosive Safety Procedures
NAVSEA OP 5, Volume 1, Seventh Revision	Ammunition and Explosives Safety Ashore
NAVSEA SW020-AC-SAF-010 Revision Fourteen	Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
NOSSAINST 8023.11B	DON Standard Operating Procedures Development, Implementation and Maintenance for Ammunition and Explosives
OPNAVINST 3500.39C	Operational Risk Mangagement
OPNAVINST 5530.13C	Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)
NAVSUP P-805 Second Revision	Navy and Marine Corps Conventional Ammunition Sentencing Receipt, Segregation, Storage and Issue Sentencing

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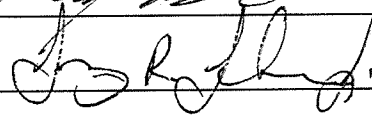

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Element 4

Record of Development, Review, Validation and Approval

Reviewed By	Name	Signature	Date
Developer	MA2 MACIEL, MARIO	 MA2 (LXV)	13 JUL 11
Supervisor	Jerry R. Johnson		13 JUL 11
Weapons Officer	GMCSW) WARE, ROGER	TR ? Ware	13 JUL 11
Explosives Safety Officer	H.K. PRESSER		28 JUL 11

Approved By	Name	Signature	Date
Commander	T W James		11/17/11

Validation

The developer's and supervisor's signatures certify that a careful step-by-step dry run of the process was accomplished and the SOP is correct and will result in a safe, effective, and efficient operation.

I have read and understand this SOP. To the best of my knowledge, the processing described within this SOP can be done in a safe, healthful and environmentally sound manner. I have made sure all persons assigned to this process are qualified and have read and understand the requirements of this SOP, and have signed the worker's/operator's statement for this process. I will ensure the SOP has current procedures. If a major change to the SOP is necessary, I will ensure that the process is stopped until the SOP is revised and approved. If unexpected safety, health, or environmental hazards are found, I will make sure the process is stopped until the hazards have been eliminated.

[illegible]

This SOP will be reviewed annually or when there are major changes to the references.

I have read this SOP and I have received adequate training to perform the process according to the SOP. I will follow the SOP unless I identify a hazard not addressed in it or encounter an operation I cannot perform according to the SOP. If that occurs, I will stop the process and notify my immediate supervisor of the problem.

[illegible]

Element 7

Step-by-Step Procedures

Step

1. Personnel using this SOP shall be trained and competent.
2. No person shall work alone in a magazine. Ensure that two people or more perform the magazine inspection.
3. Verify that all required equipment is available.
4. Verify that all workers have signed the worker's statement.
5. Verify that supervisor's statement was signed.
6. Verify that the SOP is current.
7. All non-essential personnel and vehicle traffic will be prohibited for 100-foot zone around S145 while ammunition handling is in progress.
8. Start evolution.

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STEP-BY-STEP PROCEDURES

ACCESSING AND SECURING IDS PROTECTED ZONES

PERSONNEL

Personnel authorized unaccompanied access

MATERIAL

Communications with Regional Dispatch Center (RDC)
AA&E keys

ACCESSING AMMUNITION BUNKER S145

1. To enter the ammunition bunker, the individual must have official business to conduct.
2. The individual must be authorized unaccompanied access to check out AA&E keys.
3. The individual must check out appropriate AA&E keys from the Enabler System located in BLDG 278 RFI. Personnel will be required to use their CAC, with a working 6-8 digit pin to check out items for the Enabler System.
4. Notify RDC and recite the following: "This is state your name accessing BLDG S145 panel 2 zone 2."

NOTE: All spark producing items will be placed in "SPARK BOX" located outside the magazine area prior to entering magazine areas.

NOTE: High security locks are secured to the hasp when the space is accessed to prevent tampering of the lock.

5. After receiving acknowledgement from RDC, unlock gate, and secure lock to fence. Remove spark producing items in the "SPARK BOX", proceed to the main door access, unscrew both handles far enough to remove the Anti Intrusion Box (AIB), place the AIB in the holder located on the left door (as you look at it), unlock the high security lock, and secure it to the hasp. Proceed to the alarm panel and disable it by using the barrel key, turning it clock-wise until the indicator points to access, allowing free movement in the Ammunition Bunker.

NOTE: All keys will be retained by the person who checked out the keys from the RFI.

SECURING AMMUNITION BUNKER S145

1. Ensure all magazine cells are locked, check rear access door for properly installed intrusion bar.
2. Reset alarm panel by using barrel key turning key counter-clockwise until indicator points to "SECURE", lock doors with high security lock, and re-install AIB.
3. Retain spark producing items from "SPARK BOX".
4. Exit gate and secure.
5. Notify RDC and recite the following: "This is state your name securing BLDG S145 panel 2, zone 2, can you check for an alarm reset?"
6. Do not leave Ammunition Bunker until RDC has confirmed a proper alarm reset.
7. Return AA&E keys to RFI and check the keys back in using the Enabler System via the RFI custodian.

VISITOR CONTROL IN RESTRICTED ZONES

PERSONNEL

Personnel authorized unaccompanied access

MATERIAL

Access List
Visitor Entry Log

NOTE: Visitors will be granted access only for official business. Visitors will be escorted by two personnel on the unaccompanied access list. The Duty Armorer will not allow visitors access to the AA&E spaces if a second escort is not available. In this situation, all business will be conducted at the outer door, or arrangements will be made to conduct business at another time.

NOTE: Duty Armorer may be counted as the second person.

NOTE: Visitors with authorized accompanied access require one escort to enter AA&E spaces.

NOTE: Building maintenance that requires access to AA&E spaces should be arranged in advance. NAVFAC conducts maintenance on all Intrusion Detection Systems (IDS) on a monthly basis. When authorized maintenance is prearranged, those personnel may be granted accompanied access.

NOTE: Authorization to gain access to Ammunition Bunker S145 must be approved by competent authority.

STEP-BY-STEP PROCEDURES

VISITORS NOT ON ACCESS LIST

1. Upon approval, the Duty Armorer will verify positive identification of the visitor. The Duty Armorer will require second person on the unaccompanied or accompanied access list, prior to escorting visitor into the restricted zones.
2. The Duty Armorer is responsible for visitors making an entry in the Visitor Log including date, time in, and visitor's name, last four of the SSN, activity, signature, and purpose for access. One of the two escorts will keep the visitor in view at all times regardless of the tasks being performed.

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3. Upon completion of the visit, the visitor will be escorted out of the space.

4. The Duty Armorer will ensure an entry is made in the visitor log indicating the time the visitor left and initial the entry.

VISITORS WITH ACCOMPANIED ACCESS

1. Upon request for access by a visitor whose name appears on the accompanied access list, the Duty Armorer will make positive identification.

2. The Duty Armorer will arrange for either himself or a qualified escort with unaccompanied access, to escort the visitor to the requested space.

3. The Duty Armorer is responsible for visitors making an entry in the Visitor Log including date, time in, and visitor's name, last four of the SSN, activity, signature, and purpose for access. One of the two escorts will keep the visitor in view at all times regardless of the tasks being performed.

4. Upon completion of the visit, the visitor will be escorted out of the space.

5. The Duty Armorer will ensure an entry is made in the visitor log indicating the time the visitor left and initial the entry.

AMMUNITION HANDLING AND STOWAGE

PERSONNEL

Qualified Ammunition Handlers

MATERIALS

Appropriate AA&E keys
Ammunition Transaction Sheet
Seal Press (Authorized Personnel Only)
MCC Tags
2 Leather Gloves
2 Face shields
Banding Kit

NOTE: The Bravo flag must be raised prior to any ammunition handling or movement.

NOTE: Only trained, qualified and certified personnel in accordance with the Non-Nuclear Ordnance/Explosive Handling Qualification and Certification Program will handle ammunition.

NOTE: Hazard Division 1.1, are authorized for storage in the GOLAN 10 container located at BLDG 826 or BLDG S145, Cell five. Hazard Division 1.3, are stowed in BLDG S145. Hazard Division 1.4, are authorized for stowage in JBPHH BLDG 683, BLDG 278 RFI and BLDG S145. At no time shall ammunition that is not compatible be stored together.

STEP-BY-STEP PROCEDURES

1. If applicable the Ammunition Administrator will prepare a transaction sheet of ammunition to be transferred by NALC, lot number, location and quantity. Only the ammunition indicated on the transaction sheet will be moved.
2. Prepare the area prior to commencement of any ammunition handling operation. High standards of cleanliness and good housekeeping in ammunition handling are important factors in fire prevention. Aisles and safety exits in cells that contain ammunition shall be kept clear.
3. **SAFELY** move only prescribed ammunition. Safety equipment, such as fire extinguishers, alarms, first aid kits and fire bills will be easily accessed and readily available.

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4. The bottom layer of ammunition or explosives will be raised off the deck by approved dunnage to provide ventilation and prevent water or moisture damage.

5. Caution will be used to prevent crushing of items in lower layers. Only approved containers will be used to store ammunition and explosives. Containers, crates and boxes will be stacked in such a manner as to prevent toppling or collapse.

NOTE: AMMUNITION WILL NOT BE STACKED MORE THAN SIX CONTAINERS, CRATES OR BOXES IN HEIGHT.

NOTE: "Light" boxes must be identified, sealed, and tagged appropriately. Approved containers will be properly sealed using a seal press by an authorized user. Ammunition will only be stowed in original ammunition cans to ensure proper identification. Remove empty ammunition cans, crates, or other excess dunnage remaining after the handling evolution is complete. Empty ammunition cans, will have all labeling information removed by spray-painting the container.

6. The senior ammunition Handler will update the ammunition layout cards located on bulkheads in the ammunition stowage facilities to indicate new ammunition location and balances.

AMMUNITION STORAGE

NOTE: The highest degree of safety in storing ammunition and explosives will be meticulously monitored and controlled.

NOTE: For BLDG S145 there is no longer the requirement to monitor the temperature in the magazine cells.

1. Ammunition and explosives which are not compatible will not be stored together. This presents hazards to munitions, equipment, structures and/or personnel.

2. Different items of ammunition and explosives may be stored together provided they meet all requirements listed in NAVSEA OP 5 VOL 1, Seventh Revision.

3. Items of ammunition and explosives are assigned a storage compatibility group (SCG) and will be stored accordingly.

4. Material of unknown stability will not be stored with any other AA&E. Immediate disposal/turn-in actions are required.

5. All AA&E will be stored in their approved containers.

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6. Ammunition will be stacked in such a manner as to prevent toppling or collapse.
7. The bottom layer will be raised off the floor by approved dunnage to provide ventilation and prevent water or moisture damage.
8. Caution will be used to prevent crushing of items in lower layers.
9. Partially filled containers, or light boxes must be sprayed orange with the words "LIGHT BOX" stenciled in black lettering.
10. Light containers will be placed on top of their respective piles.
11. The ammunition will not be stored higher than six containers high.
12. Records will be maintained and so the quantity and type of ammunition in storage can be determined and located quickly.
13. NAVSEA OP 5 VOL 1 Seventh Revision lists requirements for posting of placards and symbols.
14. Any magazine cell that is empty shall be marked as such.
15. All ventilators shall be kept unobstructed and free of dust, dirt and any other material that may transmit heat or flame.

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INVENTORY OF AMMUNITION ASSETS

PERSONNEL

Ammunition Handlers

MATERIALS

Appropriate AA&E keys
Lots Asset Retrieval Report from ROLMS
Ammunition Inventory Sheet (AIS)

NOTE: The Bravo flag must be raised prior to any ammunition handling the movement.

NOTE: Inventorying of ammunition and explosives is important to maintain strict control of all ammunition and explosives assets. Amounts and condition will be meticulously monitored and controlled. A complete inventory will be conducted upon request by the following personnel: Joint Base Commander or designated representative, JBPHH Explosive Safety Officer, or Weapons Officer.

STEP-BY-STEP PROCEDURES

MONTHLY/INVENTORY

1. The ammunition administrator and weapons officer will conduct a monthly inventory of all assigned ammunition assets.
2. Ammunition will be inventoried by location, NALC, lot number, and quantity.
3. The inventory will be compared with the Ammunition Asset Report generated from the OIS-R program. In addition, all condition codes will be compared with NAVSUP P-801 and the current NAR file to verify they are correct.
4. If there are discrepancies in the ammunition levels, procedures for inventory adjustment in NAVSUP P-724 will be followed.
5. Discrepancies in ammunition or explosives assets need to be investigated immediately and reported directly to the Weapons Officer. The Weapons Officer will take appropriate action to identify the cause and correct the error. The ammunition is missing or unaccounted for, the Chain of Command will be

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notified, along with the Naval Criminal Investigative Service at 474-1218.

6. Upon completion of the inventory, a memorandum will be updated, signed, and filed to document the inventory and results. OIS-R will be updated with last inventory date

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TRANSPORTING AMMUNITION VIA DESIGNATED EXPLOSIVE VEHICLE

PERSONNEL

Armed qualified driver with the current explosive driver's license, medical card, and holstered 9mm pistol and 45 rounds of A363. Armed escort holstered 9mm pistol and 45 rounds of A363.

MATERIAL

DD Form 626

DD Form 836

Safety equipment IAW NAVSEA SW020-AF-ABK-010

Explosive placards

Cell Phone or UHF/VHF radio

Two leather gloves

Two face shield

Banding kit

NOTE: Prior to any vehicle movement, the explosive driver will be verified by the Ammunition Administrator to be properly qualified and certified IAW COMNAVREGHIINST 8020.1D. The explosive vehicle used for transport will be inspected using DD Form 626. A DD Form 836 will be completed all personnel will be trained and qualified in handling ammunition.

NOTE: Prior to accepting any ammunition, all 1348 shipping documents must be compared to verify that the NALCs, lot numbers, condition codes, and quantities are accurate. Ammunition should be inspected to ensure it is in good condition prior to signing the documentation.

NOTE: Explosive drivers must be properly certified and have a current copy of the explosive driver's license and physical examination with them to legally transporting explosives. The driver and co-driver will both be armed for all ammunition movements.

NOTE: The Joint Base Security Officer or Deputy Joint Base Security Officer, and Weapons Officer will be briefed on all ammunition transfers, the personnel involved, and the route.

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STEP-BY-STEP PROCEDURES**AMMUNITION PICK-UP**

NOTE: Prior to picking up ammunition, the driver is to have handheld radio communications with the RDC.

Ford Island Bunker S145

1. Upon arrival to S145, the ordnance handler will request access to the bunker from the RDC. The Bravo flag will be raised prior to accessing the bunker to handle ammunition. Once RDC is notified, the handlers will deactivate the alarm system. The ordnance handlers will enter the bunker, locate the ammunition required for pickup and move the ammunition to a staging area prior to loading the vehicle. The senior handler will document on the storage chart all changes in ammunition quantities on the storage chart located on the bulkhead.
2. The explosive driver will inspect the ammunition ensuring the NALC, lot number, condition code, and the quantity with the information provided by the Ammunition Administrator.
3. All bunker cell doors will be verified prior to leaving the storage facility. Ammunition handlers will contact the RDC and inform them of alarm reactivation. The RDC will confirm reactivation of the bunker alarm system.
4. A minimum of one armed escort will maintain constant supervision of the ammunition until it is secured at the final destination.
5. The authorized government vehicle used for the transportation of ammunition will be blocked and braced. The government vehicle will be certified by DD Forms 626 and 836 before moving. The vehicle will proceed to the final destination via the primary route, if possible. In the event of road construction, the secondary route will be used. Changes of route or delays will be communicated to the final destination and the RDC as required.
6. Upon arrival at the destination, ammunition will be unloaded and stowed in a safe and orderly manner.
7. The explosive driver will return copies of 1348 shipping documents to the Ammunition Administrator for verification receipt processing.

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AMMUNITION RETURN TO WEST LOCH

1. In the event that ammunition must be returned to West Loch, a message to initiate the action must be sent to Navy Munitions Command (NMC), East Asia Division (EAD), and Detachment (Det) Pearl Harbor (PH) by the Ammunition Administrator.
2. Verification and status of the message can be obtained from NMC EAD Det PH at (808) 471-0416.
3. When the request has been approved, 1348 shipping documents must be properly filled out by the Ammunition Administrator.
4. Prior to returning ammunition to West Loch, the NMC EAD Det PH Planning and Scheduling Office must be contacted, at (808) 471-0416 to confirm the drop off time.
5. Ensure proper markings are on the container or containers, material condition code tags must match the ammunition being turned in, ammunition must be properly stowed and sealed.
6. Load ammunition onto the explosive vehicle, blocked and braced in a manner to ensure safe transportation. Verify DD Forms 626 and 836 are properly filled out and signed by authorized personnel.
7. Upon arrival at West Loch, report to the BAE supervisor at BLDG 1 for instructions on where to unload ammunition.
8. Ensure a BAE employee signs the 1348 shipping documents to transfer custody of the ammunition, and retain a copy.
9. Ammunition will be unloaded from the explosive vehicle, as prescribed by the BAE employee, in a manner to ensure a safe evolution.

APPROVED ROUTES

West Loch to Joint Base Pearl Harbor-Hickam

1. Primary route:
 - a. Iroquois Point Road (764)
 - b. Fort Weaver Road (76)
 - c. Kunia Road (750)
 - d. H-1 Freeway East
 - e. Exit 13B (Stadium)
 - f. Kahuapaani Street South
 - g. Salt Lake Blvd North
 - h. Kamehameha Highway South (99)
 - i. Joint Base Pearl Harbor-Hickam (Halawa Gate)
2. Alternate Route:
 - a. Iroquois Point Road (764)
 - b. Fort Weaver Road (76)
 - c. Farrington Highway East (90)
 - d. Kamehameha Highway (99)
 - e. Joint Base Pearl Harbor-Hickam (Halawa Gate)

Joint Base Pearl Harbor-Hickam to Ford Island

1. Primary Route:
 - a. Makalapa Gate
 - b. Left on Kamehameha Hwy
 - c. Ford Island Blvd
 - d. Left to Ford Island Bridge
 - e. Continue to Lexington Blvd
 - f. Follow Lexington around into Wasp Blvd
 - g. Proceed to Kingfisher Road
 - h. Bunker. S145 is on the left

DISPOSAL OF DEFECTIVE AMMUNITION

PERSONNEL

Ammunition Administrator
Qualified ammunition handlers

MATERIALS

1348 shipping documents

NOTE: Only personnel trained, qualified, and certified in handling ammunition IAW OPNAVINST 8023.24B will handle ammunition. **Only EOD personnel will handle ammunition or explosives that are determined to be unsafe.**

NOTE: Hawaii environmental laws prohibit disposal of the ammunition by explosion as a routine method.

STEP-BY-STEP PROCEDURES

ROUTINE DISPOSAL

Defective ammunition or explosives that are considered stable will be returned to West Loch by a certified explosive vehicle.

EMERGENCY DISPOSAL

1. If leaking containers of ammunition or explosives are discovered and appear to be unstable, do not attempt to move the item. Contact the RDC for Security, and Fire Department assistance. Contact the Weapons Officer, and the Weapons Officer will make further notifications including EOD and Command Duty Officer, Public Safety Officer and the Explosive Safety Officer.
2. Ensure the area is secured from unauthorized personnel until Security and the Fire Departments On-Scene Commander assumes control of the area.
3. EOD and the On-Scene Commander will make the final determination if the situation is an emergency.
4. If determined to be an emergency situation, EOD will take custody of the ammunition.
5. EOD requires proper 1348 documentation to take custody of ammunition even under emergency conditions. The Ammunition

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Administrator will be recalled to expedite processing 1348 documentation.

6. EOD will transport defective ammunition or explosives from the location.

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AMMUNITION STORAGE

NOTE: Safety while storing ammunition and explosives will be meticulously monitored and controlled.

1. Different items of ammunition and explosives may be stored together provided they meet all the requirements listed in NAVSEA OP 5 VOL 1 Seventh Revision.
2. Items of ammunition and explosives are assigned a SCG and will be stored accordingly. Reference NAVSEA OP 5 VOL 1 Seventh Revision.
3. Material of unknown stability will not be stored with any other AA&E. Immediate disposal/turn-in actions are required.
4. All AA&E will be stored in their approved containers.
5. Ammunition will be stacked in such a manner as to prevent toppling or collapse.
6. The bottom layer will be raised off the floor by approved dunnage to provide ventilation and prevent water or moisture damage.
7. Caution will be used to prevent crushing of items in lower layers.
8. Partially filled or light boxes or containers shall be marked with a tag and sealed, indicating that it is not a complete container.
9. Light containers will be placed on top of the respective piles.
10. Ammunition will not be stored higher than six containers in height.
11. Records will be maintained so the quantity and type of ammunition and storage can be determined and located quickly.
12. NAVSEA OP 5 VOL 12 Seventh Revision lists requirements for posting of placards and symbols.
13. Any bunker cell that is empty shall be marked as such.
14. For Ford Island Bunker S145, there is no longer the requirement to monitor the temperature in the magazine cells.

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15. All ventilators shall be kept unobstructed and free of dust, dirt, or any other material that may transmit heat or flame.

NOTE: Weapons Department personnel are responsible for the contents of the pass down log, this SOP, and all applicable instructions. All Security Department personnel are responsible for strict compliance with the policies herein. The failure to follow directions, policies, or regulations set forth may result in administrative or disciplinary action.

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CONDUCTING MAGAZINE INSPECTION

PERSONNEL

Armorer
Weapons Officer
Explosives Safety Officer

STEP-BY-STEP PROCEDURES

NOTE: Only personnel in the Non-Nuclear Ordnance/Explosives Handling Qualification and Certification Program will handle, inspect, transport, and conduct magazine inspections.

1. Conduct inspections IAW Program 04 checklist from NOSSA website. The inspection shall address, but is not limited to, the following factors:

- a. Housekeeping.
- b. Fire hazards.
- c. Compatibility of contents.
- d. Physical condition and suitability of facility structure.
- e. Contents identification, arrangement, segregation, and condition.
- f. Posting of fire, chemical hazard, and safety information, and explosive limits.
- g. Unnecessary combustible material.
- h. Alarm system.
- i. Evidence of tampering, forced entry, or sabotage.

2. Record all deficiencies in magazine logbook.

NOTE: Depending upon the deficiency for the corrective action, the magazine may require downloading.

HOUSEKEEPING

NOTE: The following guidelines are to be followed when conducting housekeeping activities in hazardous areas.

1. Current operations do not require the need for storing reserve ammunition in the RFI or Armory. Any situation that warrants this action must make the same security, storage, and housekeeping requirements that are applied in the Ford Island Magazine Bunker.
2. Only 1.4 ammunition will be stored in the RFI or Armory.
3. Magazines, magazine areas, and buildings, shall be kept clean and orderly at all times. A high standard of cleanliness is one of the most important factors in fire prevention.
4. Regular housekeeping shall be executed at least monthly and each time a hazardous area is entered.
5. General housekeeping will not be conducted when ammunition transfers are underway. Prepare areas prior to any operation.
6. Aisles and safety and exits shall be kept clear.
7. Doors, exits, and loading ramps shall not be obstructed in such a way as to prevent a safe evacuation from any hazardous area in the event of a fire or other emergency.
8. Safety equipment such as a fire bill, fire alarms, first aid kits, and similar items will not be obstructed.
9. Floors will be kept clean and free of stains at all times. They shall be kept free of oil, grease, and any other materials that may cause fire, slip, or trip hazards.

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Element 8

Hazard Analysis/Risk Assessment and Hazard Control Briefing

Mission: Conduct Hazard Analysis - Ammunition Bunker S145

Date Worksheet Prepared: 7 Jul 11

Step 1. Identify Hazards			Step 2. Assess Hazards
Operation Phase	Hazards	Causes	Initial RAC
Storage & Handling	Explosion	Fire	2
Storage & Handling	Explosion	Hazards of Electromagnetic Radiation to Ordnance (HERO)	2
Operation	Personnel Injury	Dropped Explosives	3
Step 3. Make Risk Decisions			Step 4. Implement Controls
Operation Phase	Develop Controls	Residual RAC	How to Implement
Storage & Handling	Matches, cigarette lighters, or other similar flame- or spark-producing devices shall not be permitted in or around PESSs.	3	Brief personnel periodically on this requirement
Storage & Handling	Follow safe separation distances on HERO Warning Labels. Be aware that cellular phones transmit continuously	5	De-energize transmitting devices within safe distance to any ammunition
Operation	Caution when operating doors. Doors do not open uncontrolled and are properly latched	4	Prior to opening magazine doors
Step 5. Supervise			
Operational Phase		How to Supervise	
Storage & Handling		Continually inspect to ensure compliance	
Storage & Handling		Continually inspect to ensure compliance	
Operation		Brief all personnel and continue to supervise operation	

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The hazard control briefing was prepared based on the results of the hazard analysis.

1. Fire is a great hazard to life and property, especially when ammunition and explosives are involved. Many of these materials are extremely sensitive to heat and react at temperatures substantially lower than those required to ignite ordinary wood, paper, or fabrics. Even indirect heat generated by a fire could initiate a reaction and result in an explosion. Therefore, the first and most important rule in operations involving ammunition and explosives is to keep ammunition and explosives away from excessive heat.

2. An essential element of any fire prevention effort is good housekeeping. Accumulations of combustible scrap and flammable residue are primary sources of fires. Working areas shall be kept clean and orderly to minimize fire hazards. Rubbish and trash such as empty boxes, scrap lumber, nails, and strapping materials shall not be permitted to accumulate in these areas.

3. Any tampering with ammunition, ammunition components, and explosives is prohibited.

4. No explosive, propellant, or other dangerous material with unknown stability shall be stored with other materials of unknown stability or with explosives of proven stability. Segregated storage shall be provided until the stability of the material in question has been determined and approval for appropriately marked storage has been granted by NAVORDSAFSECACT (N54).

5. Non-DOD ammunition and explosives including commercial and foreign shall not be handled, used, or stored at Navy or Marine Corps activities unless specifically authorized by the Office of the Secretary of Defense or NAVORDSAFSECACT (N54) for material owned by the DOD. Military or civilian personnel or military facilities used during peacetime civil ordnance related emergencies, such as Explosives Ordnance Disposal (EOD) operations or safe haven operations, are exempt from this requirement.

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6. Magazines and magazine areas shall be kept clean and orderly at all times. Maintenance of a high standard of cleanliness and order is one of the most important factors in fire prevention in buildings and areas where ammunition, explosives, and other hazardous materials are processed, stored, or otherwise handled. A regular cleaning program shall be initiated and executed as frequently as is required to maintain good housekeeping. General cleaning should not be done while hazardous operations are being performed, and all ammunition and explosives shall be removed from the building prior to cleaning.

7. The aisles in buildings that contain ammunition or explosives shall be kept clear. Safety exits such as doors and ramps shall not be blocked.

8. Access to safety equipment shall not be blocked. The locations of safety equipment shall be appropriately and conspicuously marked.

9. Floors shall be kept clean and free of stains such as those caused by exudation of explosives. They shall be kept free of oil, grease, water, or other materials that tend to make them slippery, and free from protruding nails, splinters, holes, and loose boards which constitute tripping hazards. Floors shall not have cracks or crevices where explosives might lodge. Such defects should be repaired as soon as possible after discovery.

10. The use of 2-way radios or other handheld transmitters is strictly prohibited within any magazine. Cellular telephones and PDAs must be turned off in magazine areas. Electro-explosive devices (EEDs) such as squibs, blasting caps, igniters, and similar electrically initiated, sensitive explosives devices are particularly susceptible to initiated when they are exposed to radio frequency (RF) fields. These devices shall be packaged and kept in completely enclosed metal containers until immediately prior to use. When unprotected EEDs are discovered contact the appropriate responsible personnel for the magazine to correct as soon as possible.

11. Maintain positive control of magazine doors. Magazine doors shall not be allowed to swing freely and shall be properly latched. Personnel injury may occur to fingers or hands. Ensure magazine doors are properly secured upon completion of inspection.

RECORD OF HAZARD CONTROL BRIEFING/TRAINING

Briefing Description:
This briefing was developed based on a hazard analysis per NOSSAINST 8023.11B and OPNAVINST 3500.39C.

Date:	Department:	Evolution:

Instructor's Name:	Instructor's Signature:

TRAINEES

[illegible]

Element 9

Diagrams

1. Building or site diagram is not applicable for storage magazine.
2. Processing diagrams are not required for this SOP.

Element 10

Equipment Lists

1. Equipment and Supplies List. Not Applicable.
2. Safety Equipment List.
 - a. Flashlight. (UL listed for Hazardous Location Class 1, Group D).
 - b. Red flag (ensure it is posted when inspecting magazine).

Element 11

Emergency Response Procedures

WARNING

When any person discovers smoke coming from a magazine or other evidence that a magazine is on fire, that person shall report this via radio or telephone as quickly as possible. No attempt will be made to enter the burning building, as there is a possibility of being trapped and an alarm cannot be given.

WARNING

When a grass fire is discovered, report the fire by radio or telephone immediately. If the fire is small, and the person is sure that it can be extinguished alone, that person shall do so at once, after the notification has been made.

WARNING

In case a fire has actually gained headway in a magazine, fire-fighting forces will not endanger themselves in a hopeless effort to extinguish the fire, but devote their efforts to save adjacent buildings.

1. Fire. The following steps will be taken upon discovering a fire:

a. Initial actions

(1) Give an oral alarm to alert personnel in the area. If available, the building evacuation alarm will be sounded.

(2) All fires, regardless of the degree of intensity, will be promptly reported to the Fire Department at 911. Give exact location, building number, and a brief description of the fire: the type, size, and if known, how it started. Do not hang up until call is acknowledged by the Fire Department. Wait and direct the fire fighters to the scene of the fire. Give assistance as required. The fact that a fire has been extinguished does not nullify the responsibility to notify the Fire Department for proper investigation and evaluation.

b. Follow-up actions

(1) After the fire has been reported, personnel in the vicinity shall endeavor to extinguish the fire with the equipment on hand. Do not unnecessarily endanger yourself.

(2) If the fire involves explosives or toxic materials which are burning or will probably burn, all persons shall withdraw to a distance of at least 4,000 feet from the scene of the fire; lifesaving procedures will take precedence.

2. Spill

a. Initial actions. Notify the Command Duty Officer (CDO) at (808) 864-2460.

b. Follow-up actions. Secure the area until trained personnel can evaluate the spill.

3. Explosion

WARNING

Personnel engaged in fighting fires involving explosives and ammunition shall always seek such cover as is available and never unnecessarily expose themselves to intense heat or to flying fragments from exploding ammunition.

4. Injury

a. Initial actions. Notify the CDO at (808) 864-2460.

WARNING

Do not move the victim if there is a possibility of aggravating the injury, unless doing so will prevent risk of further injury or loss of life.

b. Follow-up actions. Provide first aid to the victim.

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EMERGENCY AND KEY PHONE NUMBERS

CDO	808-864-2460
Base Police	911
Fire Department	911
EOD	473-3216/3236
Explosives Safety Office	808-471-1111 Ext. 132

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SECURITY REQUIREMENTS

Unaccompanied access to ammunition and explosives (AE) storage spaces must be limited to persons required for essential operations, and their entry must be limited to what is required for these operations. The Joint Base Commander (JBC) must approve personnel with unescorted access and a list of these persons must be kept. The JBC may delegate authority to approve escorted visitors for persons authorized access.

AE keys must never be left unattended or unsecured.

Explosives are controlled items. Positive control and accountability must be maintained at all times.

Note: Personnel assigned to escort others in AE spaces must meet the requirements for unescorted entry to those spaces, including being listed on the respective Authorized Access List.

1. Motor vehicles containing ammunition will have the load secured and under constant surveillance when outside a restricted, fenced area except when it is necessary to open the vehicle for inspection or to handle the contents. In such cases the explosive driver shall be in charge of the vehicle.

2. Regardless of the situation, the explosive driver is responsible for safety and security of the ammunition being transported, the vehicle, escorts and the environment surrounding the vehicle that could be directly affected by the explosive driver's actions during a handling evolution.

3. When transporting small arms and ammunition, an armed escort is required. **However an armed escort is NOT required if only ammunition is being transported.**

4. Deadly force: While transporting operable weapons and ammunition, deadly force may be used only to prevent its actual theft. Use of deadly force is justified only under conditions of extreme necessity as a **LAST RESORT**, when all lesser means have been exhausted, are unavailable, or cannot reasonably be employed, and only under one of the following circumstances:

a. Self Defense and Defense of others,

b. Assets Involving National Security,

c. Assets not involving National Security but inherently dangerous to others,

- d. Serious offenses against persons,
- e. Protect Public Health or Safety,
- f. Arrest or Apprehension,
- g. Escapes.

5. All escorts will be thoroughly familiar with the rules of deadly force contained in SECNAVINST 5500.29C and OPNAVINST 5530.14E. **Deadly Force is not authorized to prevent the theft of small arms ammunition.**

6. Ammunition and explosives are controlled items; positive control and accountability will be maintained at all times.

7. Small arms ammunition, when not being transported or in use, will be stored in the JBPHH Armory Magazine BLDG 683, or the Ammunition Bunker S145, Ford Island. The Armory will be locked and secured or manned at all times, and the bunker will be locked and secured at all times unless accessed to perform official military duties.

8. No person shall be granted access to AA&E spaces unless escorted, or their name is on the AA&E access list approved by the Joint Base Commander, Joint Base Security Officer, Deputy Joint Base Security Officer, or Weapons Officer.

9. On a public road, if any emergency situation occurs and the vehicle cannot continue towards its destination, immediately notify Regional Dispatch Center (RDC) at 808-474-2222. Instruct the RDC to notify the Weapons Officer at 808-220-5287, and dispatch two armed personnel to assist in guarding the ammunition assets.

10. All vehicles carrying ordnance materials or weapons will have two qualified armed personnel currently on the Authorized Access List. Armed personnel will have required communication with RDC or other emergency personnel, if required.

SECURITY OF ARMED AMMUNITION AND EXPLOSIVES SPACES

NOTE: OPNAV 5530.13C provides guidance for security of all AA&E.

NOTE: Due to the nature of the material stored in AA&E spaces, the following security procedures will be followed.

1. All inner doors (i.e., cells, VIDMARS, magazine cells, and gun room doors) will be locked at all times unless being accessed for issue or containers are being utilized (i.e., maintenance of weapons, inventory, etc.).
2. Upon leaving the space unoccupied, all alarms will be activated and RDC will be contacted and informed of alarm status.
ALARM RESET MUST BE VERIFIED.
3. All personnel not granted unaccompanied access will be checked for proper identification and logged into the Visitor's Log.
4. At no time will any person requiring an escort be left alone in AA&E spaces.
5. At no time will personnel leave their weapon or ammunition unattended.